



Property Rental Checklist

As the tenant of a rental property in Wood Village, we are asking you to help us make sure your property is well maintained and safe. The owner of the property you rent is required to provide you with a copy of this checklist. (Este documento también está disponible en español en el Ayuntamiento en Wood Village.) (Цей документ також доступна українською мовою в мерії в Вуд-Віллідж.) It is your responsibility to return the filled-out form to the City of Wood Village if you wish to have any items inspected, or if you believe that maintenance identified on the form should be completed by the owner of the property you rent. **It is not required that you return the form, it is your choice. If you return it with a request for inspection, the City of Wood Village will provide notice to the property owner and conduct an inspection.** If there are maintenance or life safety issues, the owner will be required to make corrections and repairs. If your unit is not safe for occupancy, you will be required to vacate the unit until repairs can be completed.

The inspection ordinance is on the Wood Village web page at www.WoodVillageOR.gov or you may drop by the City Hall and get a copy of the law. You and the owner have specific rights and obligations under the law, and we do hope you spend the time necessary to understand the duties and obligations of the law.

Please check any of the following items that you believe do not meet requirements:

Stairs and Handrails:

- ☐ Stairs are deteriorating or hand rails do not hold normal weight.
- ☐ Hand rails are not at least 30" high, and less than 42" high.

Exterior Structure

- ☐ Siding is missing, dry rot is seen, growth observed on siding or building surfaces.

Porch/Decks Structurally Sound

- ☐ In disrepair, will not support normal weight.

Sidewalks

- ☐ Hazardous Conditions are present, sidewalk broken or vertically offset.

Garages/Accessory Buildings/Fences

- ☐ Building or fence leaning, in disrepair or has roof failure or broken windows/boards

Lighting/Electrical

- ☐ Exposed wiring, broken fixtures, missing or damaged fixtures or receptacles
- ☐ No ground fault indicator, will not hold plug, circuit breaker or fuses are overloaded and will not stay engaged

Premises Identification

- ☐ Address numbers do not exist or are too small

Garbage

- ☐ Containers provided are too small, lack covers, or there is an accumulation of rubbish and debris

Foundation

- ☐ Crumbling, open cracks that permit entry of rodents or insects, vents blocked or missing

Roofs and Fascia

- ☐ Damaged, leaking, or covered with moss

Missing/Peeling Paint

- ☐ Paint on the inside or outside of the building or your unit is missing, peeling, or blistered

Interior Dampness/Moisture

- ☐ Visible growth on walls, floors, or around openings.
- ☐ Moisture or water damage is present

Appliances (Stove/Refrigerator)

- ☐ Inoperable, missing, or not in safe working order

Fire/Life Safety

- ☐ Smoke Detector and Carbon Monoxide Detector present and operable
- ☐ Doors that do not open or cannot be secured by tenant, windows that do not provide required exit from bedrooms
- ☐ Stairs that will not hold normal loads, or that are in disrepair, including the railings

Heat Source

- ☐ Heat source unable to maintain minimum of 68 degree inside temperatures, illegal heat source, heat source not adequately vented to outside

Ventilation

- ☐ Bathroom, kitchen or laundry area (if applicable) not ventilated to outside

Plumbing

- ☐ Backups, failure to drain, or other faulty plumbing outlets
- ☐ Water heater inadequate to maintain required temperature, not operable, or missing required safety features (max temp setting, pressure relief valve, discharge piping)
- ☐ Plumbing fixtures do not work properly or not installed properly.

Inspection Comments

- ☐ **I request my rental location be inspected to correct deficiencies noted above. I understand the City will contact the property owner or property maintenance company to make them aware of the inspection. When inspecting, I am aware the City may find other issues that do not meet the requirements of the law, and results of the inspection may establish that no violations are present, or that more violations are present than those noted on this form. By submitting this form with this check mark, I grant permission for the City to enter the unit and conduct an inspection. I understand the scheduling of any inspection conducted will be solely the responsibility of the City and that I may choose to be present.**

Address and Unit Number _____ Wood Village, OR 97060

Tenant Signature _____

Printed Name _____ **Phone Number** _____